

**CLASS TITLE: ASSOCIATE DIRECTOR OF ADMINISTRATION/
CENTRAL SERVICES**

Class Code: 02506400

Pay Grade: 47A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting the Director of Administration by planning, coordinating and administering a complex and comprehensive statewide program of general services, property management, purchasing, information processing and overall direction of the Office of the Building Code Commission; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Administration with wide latitude for exercising independent initiative and judgement; work is subject to review by results obtained and through written reports and conformance to appropriate laws, rules, regulations and policies.

SUPERVISION EXERCISED: Plans, directs, supervises and reviews the work of a large staff of professionals for the following offices: general services, property management, purchasing, information processing and building code commission.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting the Director of Administration by planning, coordinating and administering a complex and comprehensive statewide program of general services, property management, purchasing, information processing and overall direction of the Office of the Building Code Commission.

To be responsible for planning and implementing a comprehensive program for the acquisition, leasing, construction, construction repair, replacement and maintenance of public buildings and equipment including responsibility for developing space utilization plans for state owned facilities.

To be responsible for planning, directing and monitoring the operation and maintenance of the fleet of state owned vehicles to ensure proper use and distribution.

To be responsible for developing a comprehensive plan for the management of state owned real property and such real property leased, rented or used by state agencies and to supervise the staff assigned to the detailed development of specifications, leases, the development of appropriate additions and renovations and/or such space allocations and utilization plans as may be required, assuring that all such real property as is used by state government conforms to appropriate codes and/or laws regulating their use.

To be responsible for the development and operation of a statewide comprehensive communications plan including written policies, standards and procedures and to include such emergency communication facilities as may be necessary to supplement the emergency operation of state government.

To be responsible for formulating and directing and coordinating the overall policies and procedures related to all state purchasing activities.

To be responsible for formulating and directing and coordinating the overall policies and procedures related to all state information processing activities.

To be responsible for formulating and directing and coordinating the overall policies and procedures related to all state building code activities.

To be responsible for planning, organizing and coordinating the establishment and directing of a capital police force for the security and protection of public officials and such capitol buildings as may be required.

To be responsible for development and administration of the capitol development and building improvement budget for the Division of General Services including a comprehensive property acquisition plan.

To be responsible for the direction of a staff of professional architects, engineers and semi-professional staff members engaged in a comprehensive review and inspection of construction projects in both the proposal and construction phases to ensure compliance with accepted professional standards and contract provisions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of public administration as applied in the management of a governmental agency dealing with the development of policies and procedures; a thorough knowledge of building operation and maintenance; a working knowledge of standard practices utilized in the operation and maintenance of a fleet of automobiles in a governmental or business unit; a working knowledge of budgeting for capitol improvements, renovations and operational maintenance; a familiarity with Department of Administration procedures, standard policies and procedures; the ability to supervise the development of plans, policies and procedures regarding the operation of a fleet of passenger vehicles; the ability to plan, organize and direct the activities of security personnel in the protection of public officials and real property; the ability to develop a statewide standard and emergency communications system, policies and procedures; the ability to supervise a wide variety of professional, technical, maintenance and administrative personnel; the ability to provide a wide range of consultative services to others in public property management and maintenance policies and procedures; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration; or

Experience: Such as may have been gained through: three to four years of experience in an executive or administrative capacity with responsibility for planning, organizing and directing programs in the field of supportive services and/or related administrative experience in a governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 31, 1986

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